CCRTD seeks a Research Associate to perform experiments in cell and molecular biology. Work is performed under general laboratory guidelines using established procedures. A Master of Science degree in Biological Sciences is required. Laboratory experience is required with in-depth knowledge in cell and molecular biology a plus. Salary will be commensurate. Please submit resume and the names, addresses and telephone numbers of three references to: Dr. Shafiq Khan, Department of Biological Sciences, Clark Atlanta University, 223 James P. Brawley Drive, SW, Atlanta, Georgia 30314.
Clark Atlanta University
Job Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Research Associate</th>
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<tbody>
<tr>
<td>Employee:</td>
<td>TBN</td>
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<tr>
<td>Department:</td>
<td>CCRTD/Shafiq Khan ES Endowment</td>
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<tr>
<td>Reports To:</td>
<td>Shafiq A. Khan, Ph.D.</td>
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The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Function (Description):

The Research Associate will perform skilled analytical duties in coordination with other lab personnel. He/she will analyze and interpret data obtained in laboratory experiments. He/she will conduct literature search relevant to research work and attend various scientific meetings and seminars and present papers at these meetings.

Examples of Duties and Responsibilities:

- Sets up and runs to completion experiments as instructed by the Lab Director.

- Provides training and technical support to post-docs and students relevant to molecular and cellular biology.

- To oversee the work of other staff and ensures that the standard operating protocols are followed and the laboratory is in compliance with university, state and federal regulations.

- To ensure that the work place is in orderly manner.

- Monitors inventory levels of supplies and reagents and assists the Lab Manager in purchasing all chemicals, supplies, and equipment for the lab.
Knowledge, Skills and Abilities:

- Experience with managing tissue banks.
- Familiarity with IRB procedures and requirements.
- Knowledge of sequencing platforms and data management.
- Ability to keep records.
- Ability to perform duties independently.
- Laboratory experience required, as well as knowledge of basic chemistry and biology principles.
- Ability to follow departmental policies, procedures and regulations.
- Ability to operate laboratory equipment and instruments.

Minimum Hiring Standards:

<table>
<thead>
<tr>
<th>Education</th>
<th>M.S. in Biological Sciences</th>
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<tr>
<td>Years of Experience Required</td>
<td>Two to three years of previous research experience in relevant areas.</td>
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<td>Years of Management/Supervisor Experience</td>
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_________________________________________  __________
Employee  Date

_________________________________________  __________
Manager/Supervisor  Date

_________________________________________  __________
Human Resources  Date